

**MINUTES**  
**ENGLISH BICKNOR VILLAGE HALL and BAR**

A Managing Trustees Committee Meeting of E.B. Village Hall & Bar was held in the VH bar on Monday 16<sup>th</sup> September 2024 at 7.30 pm.

**PRESENT:**

Mr. P. Gwilliam (Chairman/Holding Trustee), Mrs. S Shelbourne (Treasurer), Mrs. D Gwilliam (Facilities Manager/FOSM), Mr. J Entwistle (Secretary), Mr. R Waldron (Bar Treasurer), **User Groups:** Mr. P Warden (PC), Mr. K Thompson (Village Rep stand in), Mrs. M Fox (Lunch Club), Mrs. J Maxfield (Functions), Mrs. S Longley (WI), Mrs. L Thexton (Gardening Club), Mrs. A Wood (School).

1. **APOLOGIES:**

Mrs. A Watkins (Vice Chair), Ms. R Lacey, (History Club), Mrs. J McHattie (PCC), Mr. K Froud (Table Tennis), Mr. D Gunter (Holding Trustee), Mr. M Sutton (Village Rep).

2. **Minutes of last meeting**

The minutes of the last committee meeting (10<sup>th</sup> June 2024) meeting were accepted as a true record.

3. **Chairmans Update**

The Chairman has secured the use of a mini JCB in order to plant the additional trees in the 'Peoples Orchard'. There are approximately 10 trees to be planted. The trees will be planted in November.

There was a question as to who will look after the trees. PG thinks that Mr. M Suttons wife may do this or perhaps the school may wish to become involved.

4. **Actions from Last Meeting**

See table below.

5. **Matters Arising**

**Additional table tennis table.** As more people are attending the table tennis club an additional table is required. It was agreed that the VH will buy a second table at a cost of approx. £350 for a used table.

**Holding Trustees/Land Registry.** JE has found out from Gwyn James Solicitors in Monmouth that the 1934 Conveyance allows us to raise a Memorandum at the next AGM which will list the Holding (Property) Trustees details. The memorandum must state the Holding Trustees duties and be signed by the Chairman. This memorandum can then be used to register the VH with the Land Registry. Gwyn James will perform the Land Registration which should cost approximately £1,000. The Managing Trustees agreed on

this course of action.

**Playing Field/Grass Cutting, PC Contribution.** The PC have given the VH an additional £100. Originally the PC paid 50% but this arrangement has lapsed in recent years. The current bill for grass cutting is £2200 per year. PG says that this needs to be raised again with the PC. PW agreed to this course of action. **Action:** PG and PW.

**Cheltenham Town Youth Football.** They want to return and use the playing field in the coming football season. They are using a company MOTECH to mark the white lines at their cost. Apparently the MOTECH marking paint kills the grass. We will need a new user agreement with the club. **Action:** JE to raise a new agreement.

## 6. Functions

Quiz night on the 21<sup>st</sup> September.

Pop Up Pizza night on the 27<sup>th</sup> Sept.

There is a Music Night planned for the 19<sup>th</sup> October. The act is only charging £50 per hour as we are a charity. He normally charges £100. This will be a fundraiser for the play area. A climbing frame needs to be bought which will cost £8000+VAT and at the moment £4,000 is in the fund.

The Best of Bicknor talent show is scheduled for the 2<sup>nd</sup> November.

Christmas Tree light up is scheduled for Sunday 1<sup>st</sup> December.

A New Years Eve Party is being planned.

## 5. AOB

Electrical PAT Testing is overdue and will be done in the next couple of weeks.

The VH may need another Fire Inspection as one was carried out approx. 10 years ago by the Fire Service. **Action:** JE to investigate.

SS stated that there is currently £22,000 in the VH bank account.

A new cleaner has been employed who is very good.

A ladies choir has enquired if they can use the VH for practice. They prefer a Monday evening but this may mean that some other user groups may have to move their dates to accommodate. **Post meeting note:** this is no longer an issue as they have now said that the VH is not suitable for them.

The fence panel which was damaged when the willow tree was removed has still not been repaired by Two Rivers housing association. **Action:** JE to contact them.

The Gardening Club are having trouble with the halls microphone system. SS stated that Simon Andrewes has recently checked the system out and all should be working correctly. Instructions are with the equipment.

There being no other business, the meeting closed at 8.35 p.m.

The next Managing Trustees Meeting to include User Group representatives will be to the Acceptance of Accounts and will take place on **Monday 21<sup>th</sup> October 2024 at 7.30p.m.**

The Annual AGM will be held on **Monday the 18<sup>th</sup> November at 7.30pm.**

**Signed**

## Annex A - Actions Tracker

Meeting Date	Meeting Type	Action	Action Owner	Closing Statement/Comments	Status Open/Closed
21/11/2022	Comm Mtg	Land Registry – VH not registered.	PG	15/1/24- DG has a solicitor contact in Hereford who may be able to help.8/4/24-Due to cost this subject is on hold. 16-4-24, Raise memorandum at AGM and Gwyn James will carry out Land Registration.	OPEN
25/09/2023	Comm Mtg	The property deeds/documents need updating to include all current holding trustees.	JE	8/4/24-JE to investigate if the Charity Commission can take over as holding trustee. 10/6/24 JE to discuss with Gwyn James Solicitors.	CLOSED see above action line 4
25/09/2023	Comm Mtg	SS suggested that we need a board on the outside of the VH giving details as to how the hall and playing field can be booked	DG	15/1/24-SS states that a banner will be purchased. 8/4/24-Still in progress. 10/6/24 DG now has the action.16-9-24, Sign now in place CLOSED	CLOSED
15/01/2024	Trustees Mtg	Not clear what documents are required which specify who are the Holding Trustees, <b>Action:</b> JE will ring the Charity Commission to find out what document needs to be raised to detail the Holding Trustees.	JE	8/4/24-JE to contact the CC see if the Official Custodian of Charities can become the holding trustee. 10/6/24- WIP JE to talk to Gwyn James solicitors.	CLOSED see above action line 4
08/04/2024	Trustees and Users Mtg	Trimming of trees and removal of blown down trees	PG	10/6/24 - WIP.	OPEN

08/04/2024	Trustees and Users Mtg	WI Need grass cutting for croquet on the 8th August	PG	16-9-24, Carried out	CLOSED
08/04/2024	Trustees and Users Mtg	Managing Trustees need to understand Martyn's Law and any impact on VH events	JE	10/6/24 - JE to investigate. WIP.	OPEN
10/06/2024	Trustees Meeting	Mini JCB may be needed to aid the planting of the orchard trees.	PG	16-9-24, PG has found one which will be used to plant the trees. CLOSED.	CLOSED
10/06/2024	Trustees Meeting	Do the oak trees need a further inspection	PG	16-9-24 WIP PG action.	OPEN
10/06/2024	Trustees Meeting	Amend events booking form so more accurate bar opening times are stated.	SS	16-9-24 Amended CLOSED	CLOSED
10/06/2024	Trustees Meeting	Wedding Package checklist	JE	16-9-24, created CLOSED	CLOSED
10/06/2024	Trustees Meeting	Silvertime Legal presentation to the lunch club. JE to contact Joan Maxfield.	JE	16-9-24, Not required CLOSED.	CLOSED
10/06/2024	Trustees Meeting	Grass Cutting- list of playing field users to PC.	PG	16-9-24, Needs presenting to the PC again as they are not paying 50%.	OPEN
10/06/2024	Trustees Meeting	Key List	JE		OPEN
10/06/2024	Trustees Meeting	Youth Football, do they want the same arrangement next season	PG	16-9-24, new user agreement to be raised for 24-25 season.	OPEN
10/06/2024	Trustees Meeting	VH Risk assessment update	JE	16-9-24 updated	CLOSED
16/09/2024	Trustees/Users Mtg	Arrange Fire Inspection	JE		OPEN
16/09/2024	Trustees/Users Mtg	Fence panel repair by Two Rivers	JE		OPEN